

1
2 **IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON**
3 **FOR KING COUNTY**

4
5) No. <<case #>> <<case designation>>
6 <<plaintiff name>> Pltf / Pet,)
7 vs) ORDER SETTING PRETRIAL
8 <<defendant name>> Def / Resp) CONFERENCE
9) ORPTH
10)

11 A pretrial conference in the above referenced case is set for <<ptc date>>. Participation by the
12 parties is mandatory.

13 **All counsel and/or parties representing themselves must appear in person.** The conference will
be held in room _____.

14 **Each party shall call the Court to confirm participation at least (5) five days prior to the**
15 **conference at <<bailiff phone#>>.**

16 IF YOU HAVE NOT YET ATTENDED A SETTLEMENT CONFERENCE, PLEASE
17 BE REMINDED THAT YOUR DEADLINE IS .

18 Pretrial conferences will only be stricken if all issues have been resolved and dispositive
19 pleadings or Notice of Settlement form have been filed with copies to the undersigned court.
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1 ANY PARTY RECEIVING THIS NOTICE MUST MAIL A COPY TO ANY PARTY
2 NOT LISTED BELOW AND INFORM THE BAILIFF AT <<bailiff phone#>>.

3 Dated: <<print date>>
4

5
6 _____
7 Honorable Judge <<judge>>
8

9 Copies sent to:

10 <<party name>>
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